

Adopt-A-Class Program Policies and Field Trip Guidelines

The Adopt a Class Program provides qualifying schools with a free field trip, bus reimbursement up to \$250, and a lunchroom at the Detroit Historical Museum or Dossin Great Lakes Museum. If your school's free and reduced lunch price numbers are greater than 65%, your school is eligible for this program. Program funds are available at the beginning of each school year on a first come first serve basis.

General Information

- Each participating school is eligible for one Adopt-A Class field trip per school year, while funds last.
- You may bring up to 100 students for your field trip.
- We require that you bring 1 chaperone for every 10 students. Additional persons not included in your initial reservation may not be permitted to participate.
- Adopt-A-Class Programs are booked Tuesday through Friday, during the months of October, November, December, January, February, March and April, and is based on availability.
- We recommend that you book your program several weeks in advance. Programs must be booked at least one month in advance.
- If you would like to book a lunchroom, you must do this when you make your initial reservation.

Cancellation Policy: Cancellations made within two weeks of your scheduled program will be rescheduled at the Society's discretion. If your field trip is cancelled due to school closings, we will work with you to reschedule your visit. Cancellations for any other reason must be reported as soon as possible. If you do not notify us with your cancellation in advance, your school may not be eligible for future Adopt-A-Class program funding. Groups that fail to show up for a scheduled tour are ineligible to reschedule.

**Please contact our education team
to schedule your Adopt-A-Class field trip at
313.833.7979 | breeb@detroithistorical.org**

Busing Reimbursement:

- 1) You are responsible for booking your own transportation to and from the museum. Your bus must pick your group up after your program has ended. Groups are not permitted to stay self-guided past their scheduled time.
- 2) To receive bus reimbursement, you must submit your paid bus invoice to the Education Department within 8 weeks after the field trip has occurred. Invoices received outside of this time frame may not qualify for reimbursement.
- 3) The Detroit Historical Society will only reimburse for field trips that go to the Dossin Great Lakes Museum or Detroit Historical Museum.

- 4) The Detroit Historical Society will reimburse transportation *up to \$250* per field trip. Any transportation costs over \$250 are the responsibility of the school.

Arrival Policies

Detroit Historical Museum Bus Arrival: Buses may unload at the Kirby Street entrance. The Detroit Historical Museum does not have bus parking available. Schools are responsible for finding and paying for bus parking. Individuals may park in our lot for \$9 per car, based on availability. If the lot is full, there is paid street parking available in throughout the Midtown area.

Dossin Great Lakes Bus Museum Arrival: The Dossin Great Lakes Museum is located on Belle Isle, which is now a state park. All vehicles entering the island, including school buses, must have a recreation passport or valid day pass. For more information on Belle Isle Park, visit www.michigan.gov/dnr or call 1-844-BELLE-PK

- **Please arrive 15 minutes prior to your scheduled time. Multiple tours are scheduled each day and you must adhere to your scheduled time.**
- **Your bus must pick you up after your program has ended. Groups are not permitted to stay self-guided past their scheduled time.**

Museum Policies

- **Photography** is allowed and encouraged at both the Detroit Historical Museum and Dossin Great Lakes Museum.
- **Personal Items** Students and teachers are strongly encouraged to leave all personal items at school or on the bus. The Society cannot be held responsible for lost or stolen items.
- **Food and Beverage** is not permitted anywhere in the museum except the lunchroom. If you would like to use a lunchroom you must reserve it in advance.
- **Chewing Gum** is not permitted in the museum.
- **Tour Capacity** is 100 people for the Detroit Historical Museum and 60 for the Dossin Great Lakes Museum. It is very important that your reservation numbers accurately reflect the amount of people you plan to bring. Additional persons may not be permitted to participate.
- **Tour Times** Multiple groups are scheduled each day and you must adhere to your scheduled tour time. Your group must leave the museum at the end of your scheduled program. Groups may not remain self-guided in the exhibits.
- **Behavior** We require that chaperones monitor student's behavior in the galleries. If students are disruptive and disrespectful towards our staff and other groups, your group may be asked to leave. If student's behavior causes damage to the facilities or the museum's exhibits, your group may be asked to leave, and you will be invoiced for any damage caused.